

How to Use Secure Nomadic Access (SNA)

September 2010

The following provides instructions for using Secure Nomadic Access (SNA). SNA is a service that allows you to remotely access resources on the NASA HQ network using a Web browser via a high-speed Internet connection. For more information, visit the [SNA Web page](#).

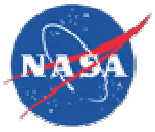
To use SNA, you will need the following:

- High speed Internet connection
- A SecurID token and PIN
- JavaScript enabled in your browser
- Cookies turned on in your browser
- Your [Agency User ID \(AUID\)](#) and password for accessing your network files
- Your Outlook/Entourage UserID and password for accessing e-mail

Login to SNA

1. Type the following address in your Web browser: <https://sna.hq.nasa.gov>.
2. Enter your Agency User ID (AUID) in the **Username** field.
3. Enter your **SecurID PIN + the 6-digit number on your token** in the **Password** field, as shown in the following illustration.

4. Click **Sign In**.



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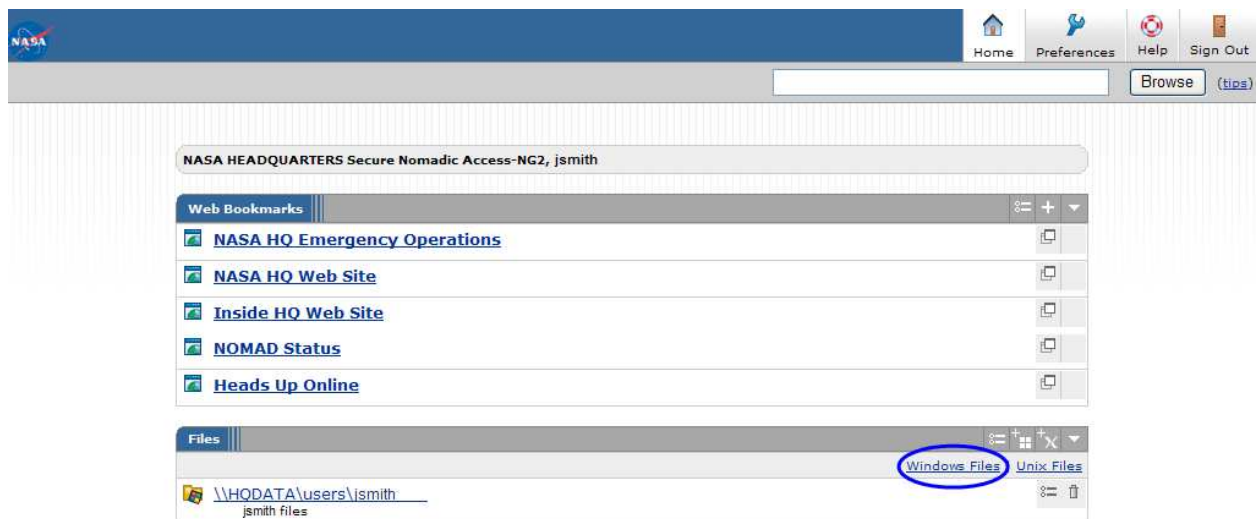
Notes:

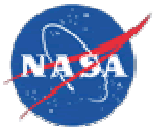
- If a blank Web page appears after entering the username and password, it may be because JavaScript is not enabled. JavaScript must be enabled for SNA to work.
- There is a 4-hour time limit for SNA sessions at which point you will be automatically disconnected. **Note:** A warning message will display before disconnection.
- You cannot login to SNA from multiple computers at the same time. However, you can open multiple browser windows and have them open to SNA at the same time once you have logged in. This allows you to access multiple internal HQ resources at one time.

Access Data Files on the Server

At the bottom of the SNA page, you will see a section called “Files.” This section will provide a list of bookmarks providing access to files located on various shared drives on the data servers. Each organization has its own list of bookmarks based on organizational assignments; each user with an SNA account will be placed in the appropriate organization group.

1. To access your files on the data server, click the corresponding bookmark. If none are bookmarked, click **Windows Files** in the lower right corner and choose the drive you wish to access.





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2. Provide the following when prompted:

- Type your ndc\AUID in the **Username** field.
- Enter your HQ network password in the **Password** field.
- Type “NDC” in the **Domain** field.

Attention

Access to server ABC123 in workgroup/domain requires additional authentication.

Username:

Password:

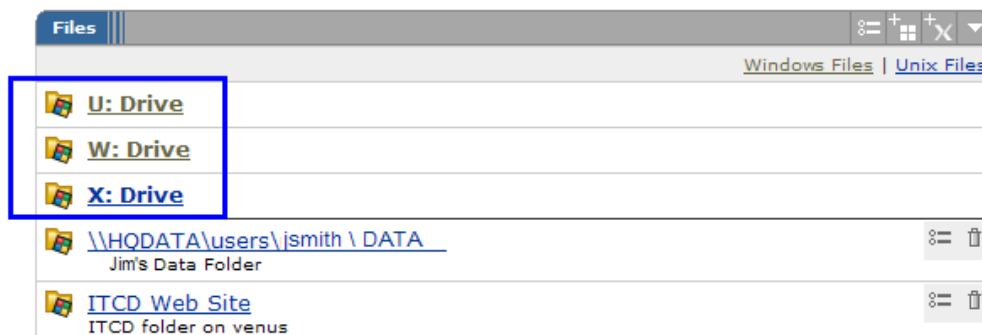
Domain:

3. Click Continue.

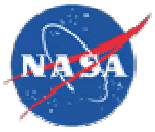
Create Folder Bookmarks

There are two methods for creating bookmarks for frequently used folders on the server depending on the location of the information you want to bookmark.

1. Locate the information you want to bookmark using one of the following two methods:
 - If the information you want to bookmark is located in the bookmarks your organization created for you, such as the U, W, and X drives below in the blue box, then you can simply use them to navigate to the location.



- If the information you want to bookmark is not accessible from these organization bookmarks, or you don't have any organization bookmarks, then open a browser,

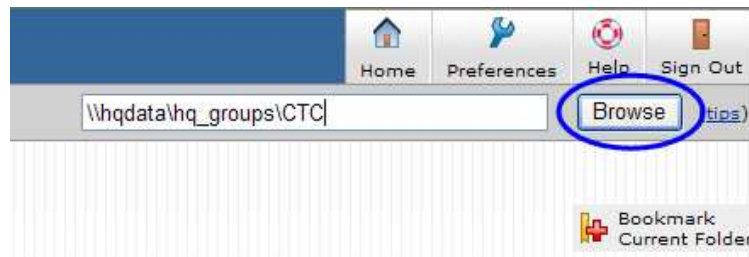


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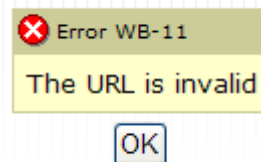
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search for the location, and copy the server address to the folder, or the fully-qualified URL for a Web page.

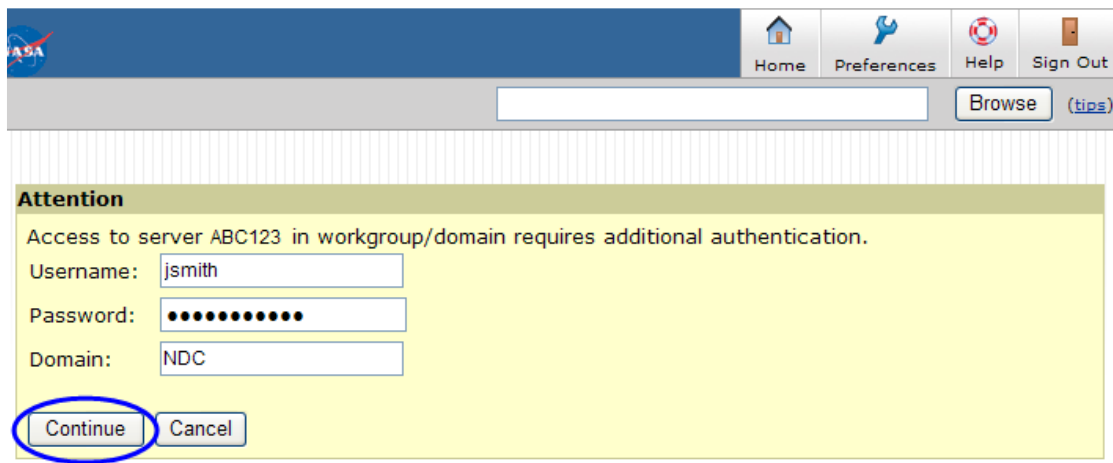
2. If you copied the server address to the folder or the fully qualified URL for a Web page, in the text box next to the Browse button, paste this and click **Browse**.



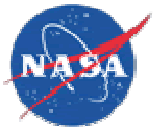
If the address or URL is incorrect, you will receive a message similar to the following:



3. Depending on what information you are trying to access, you may have to provide your credentials before you can proceed. Provide the following when prompted:
 - Type your ndc\AUID Username field.
 - Enter your HQ network password in the **Password** field.
 - Type “NDC” in the **Domain** field.



4. Click Continue.



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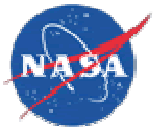
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- When the correct folder or URL appears on the left, click **Bookmark Current Folder**.



- Enter a name for the bookmark in the **Bookmark Name** field.
- Enter a description for the bookmark in the **Description** field.
- Click **Add Bookmark**.

The screenshot shows the 'Add Windows Bookmark' dialog box. It has a title bar with a yellow bookmark icon and the text 'Add Windows Bookmark'. Below the title bar is a text field containing the path '\\hqdata\\hq_groups\\CTC\\'. Below this is a form with two fields: 'Bookmark Name:' with a text input field containing '\\hqdata\\hq_groups\\CTC' and 'Description:' with a text area containing 'Shared folder'. Below the form is a label 'Shared Folder:' followed by the path '\\hqdata\\hq_groups\\CTC'. At the bottom of the dialog is a button labeled 'Add bookmark?'. Below this button are two buttons: 'Add Bookmark' (circled in blue) and 'Cancel'.

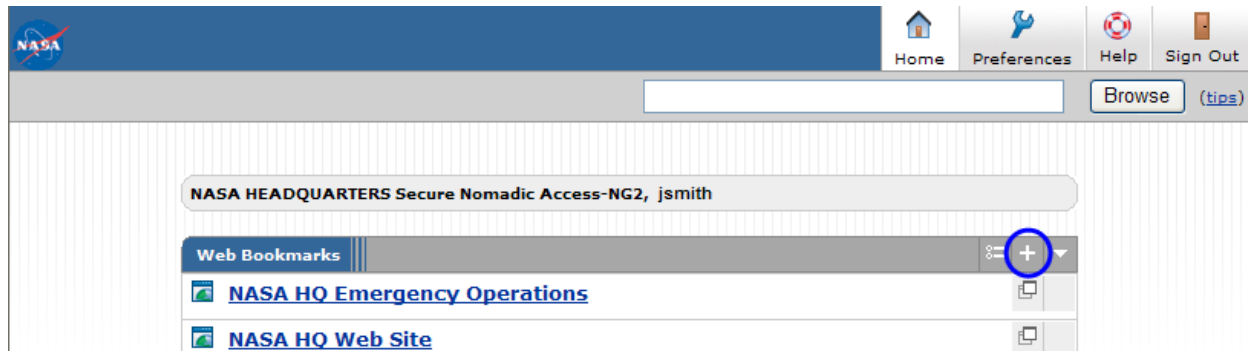


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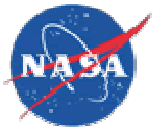
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Add Personal Web Page Bookmarks

1. Click the plus sign in the **Web Bookmarks** toolbar. 



2. Enter a name for the bookmark in the **Bookmark Name** field.
3. Enter a description of the bookmark in the **Description** field.
4. Enter the URL in the **URL** field. **Note:** Use the following format:
<http://www.hq.nasa.gov/itcd/>.



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Add Web Bookmark

Details

Bookmark Name:

Description:

* URL:

Display options

☐ Open bookmark in a new window

☐ Do not display the Web browser's URL address bar

☐ Do not display the Web browser's menu and the toolbar

Add bookmark?

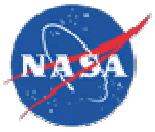
* indicates required field

5. Display options can be selected in the **Display options** field.
6. Click **Add Bookmark**.
7. To delete a bookmark, click the trash can symbol located on the right of the toolbar.



Open Files

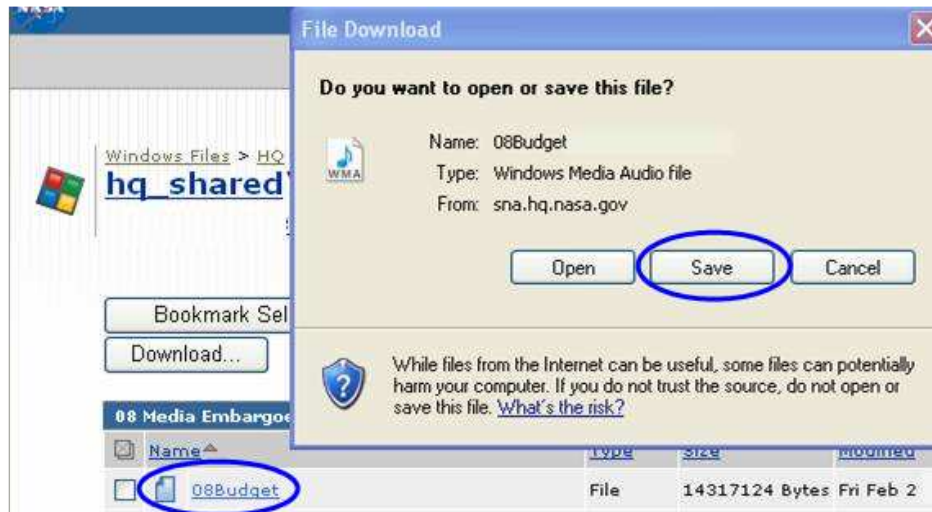
1. Click the link of the file to be opened.
2. Click **Save**.



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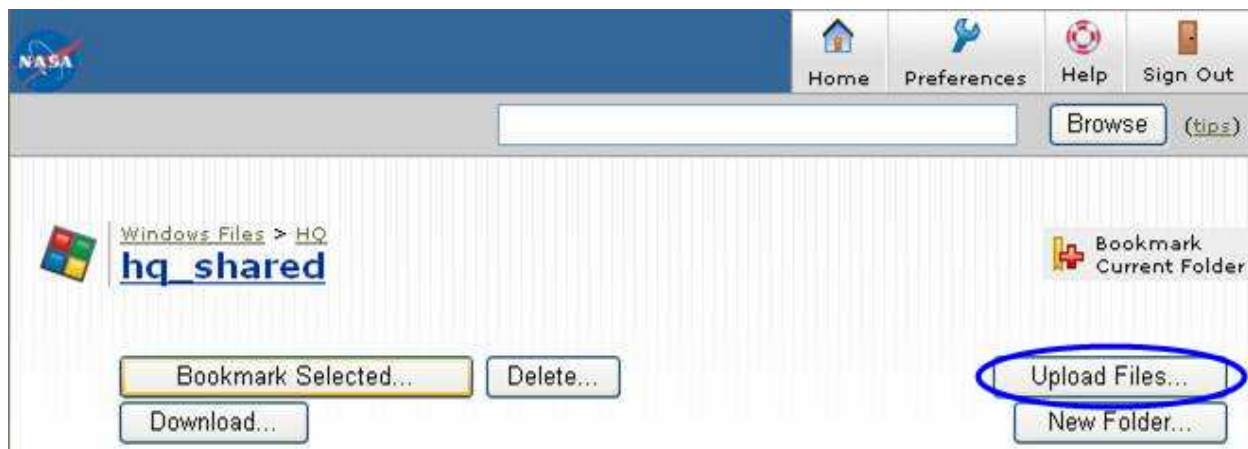
Note: The browser either opens the file with an application or prompts you to save it. If prompted to save the file, it is recommended that you save it to the desktop of your computer.



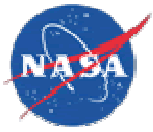
Upload Files

To bring files into SNA from a local machine:

1. Click **Upload Files...**



2. Click **Browse...**



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Windows Files >

Upload Files...

Use the Browse buttons below to select the files, then click Upload. You can opt to upload a zipped file and have it uncompressed in the target directory. Note that you cannot upload files larger than 500 MB.

Files to Upload

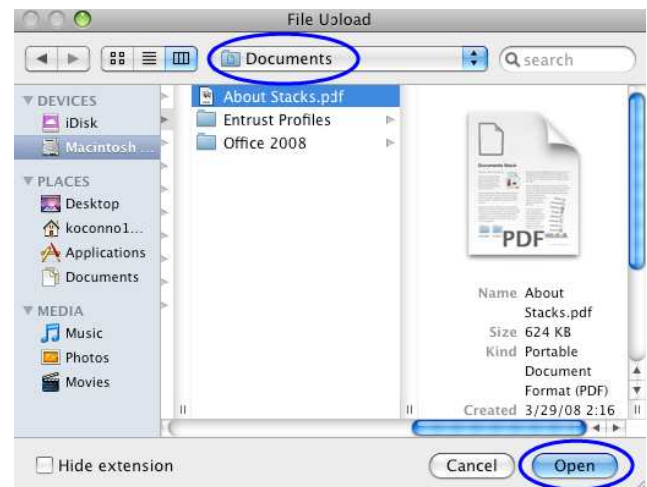
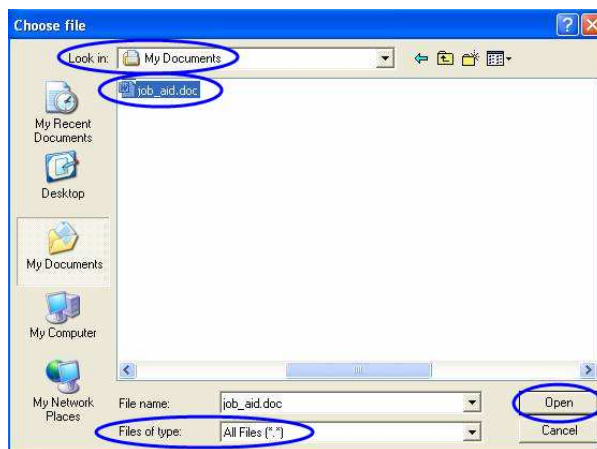
Upload to: \HQDATA\hq_shared

Files: 1. **Browse...**

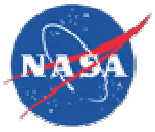
Save As: ☐ Uncompress .zip

3. The **Choose file** (or **File Upload** for Macs) dialog box opens. Select the folder and file to be uploaded.

Note: You may have to change the **Files of type:** selection.



4. Click **Open**



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5. Click **Upload**

Windows Files >
Upload Files...

Use the Browse buttons below to select the files, then click Upload. You can opt to up directory . Note that you cannot upload files larger than 500 MB.

Files to Upload

Upload to: \HQDATA\hq_shared

Files:

1. C:\Documents and Settings\My Documents

Save As: ☐ Uncompress .zip

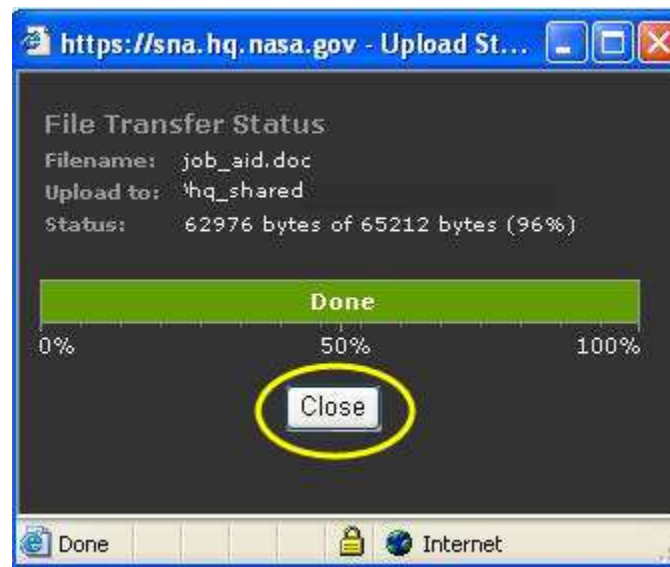
2.

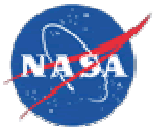
Save As: ☐ Uncompress .zip

Upload Files?

6. A **File Transfer Status** window opens showing the file has been uploaded.

7. Click **Close** to exit.





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Delete Files

1. Click the checkbox next to the name of the file(s) to be deleted.



2. Click **Delete...**
3. A **Confirm Delete** message displays. Click **Yes** to delete.



Log out of SNA

1. Log out or quit any Web applications that are running through SNA.
2. From the SNA page, click the **Sign Out** button in the upper right corner.

Note: The same **Door** icon appears in the right corner of any page that is opened through SNA.